



LANGLEY
POLICY
DIRECTIVE

Directive: LAPD 8800.14
Effective Date: March 7, 2003
Expiration Date: October 8, 2004

Responsible Office: ~~Capital Investment Planning Office,~~
~~Systems Engineering Competency~~ Research Facilities
Services Competency

SUBJECT: Real Property Management

1. REFERENCE

- a. NPD 8800.14, "Policy for Real Property Management"
- b. NPRG 8800.15, "Real Estate Management Program Implementation Manual"
- c. NASA Financial Management Manual (FMM), Part 9252 - Real Property Accounting, and Part 9253 - Fixed Assets in Progress

2. SUMMARY

Detailed policy for updating real property accounts are set forth in this directive.

3. DESIGNATION

Angela D. Brown, ~~Capital Investment Planning Office~~ Research Facilities Services Competency, Mail Stop 446, is the Acting Real Property Accountable Officer (RPAO) for Langley Research Center.

4. POLICY

Real property accounts will be updated at the time of:

- (1) beneficial occupancy,
- (2) physical completion, or
- (3) financial completion of a construction effort, whichever occurs first.

To comply with this basic requirement, NASA Form 1046 is to be completed and submitted to the RPAO by the managing organization. See RESPONSIBILITIES below.

NOTE: Recording of costs incurred for new construction, alteration, or modification against an appropriate real estate asset, will not normally occur until NASA Form 1046 is received. CoF repair and maintenance projects also require the preparation and submission of a NASA Form 1046 to properly certify the completion of the project to the RPAO.

5. RESPONSIBILITIES

a. Real Property Accountable Officer

Maintain and update real property accounts.

b. Organizations Managing Construction of or Alterations to Real Property (~~Facility Systems, Systems Engineering Competency~~ [Research Facilities Services Competency](#); Office of Procurement; and others as appropriate)

(1) Designate in writing a point of contact for or coordination with the RPAO.

(2) Complete NASA Form 1046, "Transfer and/or Notification of Acceptance of "Accountability of Real Property," forward through the Contracting Officer to the RPAO in a timely manner when the work is completed.

c. Office of the Chief Financial Officer and Office of Logistics Management, Business Management Competency

Forward copies of all documents related to real property accountability transactions, as appropriate, to the RPAO.

6. RECISION

LAPD 8000.14, dated May 4, 1999.

Jeremiah F. Creedon
Director